Massachusetts State Police
CJIS nexTEST Login Instructions

1. Log onto the MASP page.

2. Click on the CJIS EXTRANET link located in the left column under *Resource Links.*

3. A log in window MAY appear. If the log in window opens type in your current network user name and password.

4. The CJIS Extranet page will open.

5. In the left column labeled (navigation), click on the link labeled *nexTEST.*

6. Another log in window MAY appear. Again type in your current network user name and password.

7. Click on the (The link address is:), ██████████████████

8. The CJIS Launch Pad will open. Under the Applications tab click on the CJIS Training icon.

9. The CJIS Training Documents page will open. Click on the CJIS Security Awareness folder and go through this training first.

10. Once you complete the CJIS Security Awareness Training close out this application using the Red X in the upper right hand corner.

11. You should have returned to the CJIS Launch Pad. Open and minimize the following two test reference documents;

    - CJIS Exam Fact Sheet,
    - Criminal Justice Information System (CJIS) and Criminal Offender Record Information (CORI) Policy Training.

12. Once these two test reference documents are opened and minimized click on "Launch Pad Home".

13. While on the CJIS Launch Pad click on the (*nexTEST*) icon.

14. Now click on the icon labeled (USER LOGIN).

15. A User Login window will appear. Login using you CJISWEB2 login, (Example User Name MSPXXXX or MSPCXXX and Password).

16. If you cannot log in to take the CJIS exam on *nexTEST* please contact the MIS HELP DESK at 1-508-820-2690 TO HAVE YOUR PASSWORD RESET. IF YOUR PASSWORD IS RESET BY THE MIS HELP DESK THIS WILL ONLY APPLY TO YOUR LOGGING IN TO TAKE THE CJIS nexTEST. YOUR CJISWEB2 USER NAME AND PASSWORD REMAINS UNCHANGED.

17. WARNING: Inadvertently logging out of the CJIS nexTEST exam, prior to completion will result in a 24 hour LOCK OUT period. You will be unable to retake the CJIS nexTEST exam until the 24 hour waiting period expires. This waiting period is per CJIS Policy.